



**Galveston County is seeking a new Property Tax Specialist for the Tax Office!** The right candidate will be able to assist customers, tax attorneys, and others with complicated tax payments and processes. This candidate will provide necessary support to accomplish functions in the Property Tax Dept.

**We are changing the face of county government. Are you ready for the challenge?**

- **We have Excellent Benefits – Medical, Dental, AMAZING Retirement, Vision, Disability, free Workout Facilities, AFLAC and much, much more!**
- **Team-Oriented Environment**
- **Hourly Rate: 14.60 an hour**

**We want you to join our team of professionals and begin a long term career with the County!** If you meet the criteria listed below, please apply.

**Required Skills:**

- 1+ years of experience in customer service
- Fast learner when dealing with complex computer programs
- Excellent organizational skills
- Must be detail oriented
- Ability to multi-task in a fast paced environment
- Proficiency in completing complex mathematical calculations
- Must have a valid Texas driver's license
- Exceptional written and oral communication skills
- Ability to meet attendance requirements
- Must have proficient computer skills (Excel)
- Must pass Criminal Background check
- Excellent leadership skills

**Duties:**

- Assist taxpayers by mail, telephone, email, and in person in reference to complex property tax inquiries
- Processing of mortgage and title company tapes and data files, lockbox files, and all electronic payments
- Assist in preparation of owner letters, reminder letters, and statement files
- Validate accuracy of test file content and format
- Assist in preparation of individual billings associated with supplemental changes throughout the year
- Assist with mortgage and agent records maintenance, billing and payment processing.
- Process data entry of sheriff sale and resale payments requiring pro-rations and error offs
- Research and issue certificates of eligibility for sheriff sale. Maintain eligibility list
- Assist in performance of research and development of monthly sheriff sale information each month
- Process AG rollbacks.
- Confer with necessary Central Appraisal District personnel in resolving customer account information.
- Assist with Tax Department software needs and identify and assist in resolution of software related issues.
- Assist staff at branch locations.
- Assist in tax ceilings for the current and upcoming tax years including performing complex audits

- Assist delinquent attorneys with complex property tax account issues
- Assist in issuance of refunds
- Assist in maintenance of central filing system.
- Assist with the preparation of monthly informational copies of the current and delinquent tax roll
- Able to report regularly for work and be on time.
- Performs related duties.

To apply please visit our website <http://www.galvestoncountytexas.gov/hr/Pages/Jobs-Online.aspx> and fill out our online application. Or apply in person at 722 Moody, 3rd Floor Human Resources Office.  
ADA/EOE